

# State of Arizona

## Department of Weights & Measures

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### R<sub>egistered</sub> S<sub>ervice</sub> A<sub>gency</sub> HANDBOOK

October 20, 2002

4425 W. Olive Ave, Suite 134  
Glendale, AZ 85302  
(602) 255-5211  
(800) 277-6675  
(Outside Metro Phoenix)

# REGISTERED SERVICE AGENCY (RSA) HANDBOOK

## BENEFITS

You have the authority to operate a business that can place a new or used commercial device into service and remove an enforcement tag after repairing a device.

## LEGAL RESPONSIBILITIES

**YOU WILL BE REQUIRED BY LAW TO COMPLY WITH ALL REQUIRED STATUTES, ADMINISTRATIVE RULES AND POLICIES. THE FOLLOWING REPRESENTS AN OVERVIEW OF YOUR RESPONSIBILITIES BUT IS NOT INCLUSIVE:**

1. Compliance with licensing requirements and timeframes.
2. Certification of all equipment annually, maintenance of all equipment in accordance with the NIST Handbook 44 and reporting of any newly-acquired equipment or changes in certified equipment. All new equipment will not be used until certified.
3. Submission of the original of all Placed in Service Reports (PISR) to the Department on the proper form, within the required timeframes and within prescribed procedures.
4. Training an employee adequately to perform the duties of an RSR, applying for the RSR license and scheduling the applicant for a written examination.
5. Not allowing an employee to perform duties of an RSR prior to licensure.
6. Using only NIST traceable standards in the performance of RSR duties.
7. Ensuring that RSRs install or repair a commercial weighing device only if it meets NTEP requirements and that they point out improper equipment to the owner. **YOUR EMPLOYEES ARE REQUIRED TO HAVE HANDBOOK INFORMATION AVAILABLE WHILE PERFORMING DUTIES OF A RSR.**
8. Ensuring that RSRs correct all Handbook 44 deficiencies prior placing a device in service.
9. Ensuring that any device which does not conform to Handbook requirements is placed "Out of Service";
10. Ensuring that a RSR retags the device if the device owner does not wish for the RSR to make all necessary repairs or the RSR has to leave the premises before repairs are completed.

## LICENSING YOUR BUSINESS

No business can operate as a RSA until licensed by the Department. You must use the required application form. All information submitted must be accurate and complete.

1. Your application will be reviewed (see APPLICATION REVIEW) within 30 days.
2. If the application is satisfactory, you will be sent an invoice for \$24.  
Once you pay the fee, you will receive an annual license.

**YOU MUST HAVE THE ISSUED LICENSE AVAILABLE DURING BUSINESS HOURS FOR INSPECTION.**

## APPLICATION REVIEW

The Department will verify that:

1. you have applied for at least one Registered Service Representative (RSR) license.
2. acceptable evidence is presented that your business is fully qualified to install, service, repair or recondition a commercial weighing or measuring device. If not, you will be requested to provide additional evidence.
3. you have possession of, or available for use, appropriate current certified weights and testing equipment for your staff to perform the duties of a RSR. (SEE EQUIPMENT CERTIFICATION)

**THE DEPARTMENT DOES NOT GUARANTEE THE WORK OR FAIR DEALING OF A RSA AND SHALL RESERVE THE RIGHT TO REJECT A RSA APPLICATION OR SUSPEND, REVOKE OR REFUSE TO RENEW A LICENSE IF THE RSA IS NOT QUALIFIED TO PERFORM THE DUTIES REQUIRED OR HAS BEEN FOUND TO BE IN VIOLATION OF ANY LEGAL RSA REQUIREMENT.**

## RSA/RSR LICENSE ANNUAL RENEWAL AND LICENSE CHANGES

You will be invoiced approximately 30 days before your current license is due to expire. A listing of your RSRs will accompany the annual renewal billing. This listing **MUST** be verified. Corrections must be noted on the listing and returned with the payment.

Failure to pay the renewal fee will result in your license not being reissued until payment is made. Operating as an RSA during the expiration period could result in enforcement action.

You are responsible for reporting any license changes to the Department. If you are no longer in business, a written notification, on company letterhead, shall be submitted to the Department within 30 days. You must also notify the Department if a RSR leaves your employment or you hire a licensed RSR (see TRANSFERABILITY).

If certified equipment is sold, the Department must be notified, in writing, indicating the equipment type, equipment serial number and the disposition of that equipment.

## **TRANSFERABILITY**

A RSA license cannot be transferred or reassigned to any other individual or agency. An RSR license can be transferred if the RSR has passed the written test within the past year.

## **LICENSING YOUR EMPLOYEES**

No employee can act as a RSR until licensed by the Department. Applicants must use the required application form. All information submitted must be accurate and complete.

1. The application will be reviewed (see APPLICATION REVIEW) within 30 days.
2. If the application is satisfactory, you will be sent a test confirmation.
3. The applicant must bring the test confirmation to the test with required information filled out, including all required signatures. The applicant will not be admitted to the test without the completed form.
4. Your employee will be issued a temporary 30-day license if s/he passes the test.
5. You will be sent a billing for the RSR fee. An annual license will be issued to your employee when you pay the required fee.

**YOU MUST ENSURE THAT YOUR RSRs CARRY THEIR ISSUED LICENSE WHILE PERFORMING RSR DUTIES.**

## **CAN YOUR EMPLOYEES PASS THE RSR TEST?**

Tests are administered twice a month at the Department's Glendale Headquarters. However, **DON'T BOTHER SENDING RSR APPLICANTS TO THE TEST UNLESS THEY BRING THE FOLLOWING:**

1. **COMPLETED TEST CONFIRMATION**
2. **DRIVER'S LICENSE OR PICTURE ID**
3. **HANDBOOK 44 (OR A COPY OF 1.10 AND SECTIONS RELATING TO THEIR AREA OF EXPERTISE)**
4. **HANDBOOK 112**

## **WHAT THEY WILL NEED TO KNOW TO PASS THE TEST:**

Each applicant is encouraged to take the Department's 2 hour training course (offered monthly) highlighting the information below, including showing how to find needed information in Handbook 44 and 112 and on the Internet and completing a placed-in-service report. Department training offered to RSR applicants prior to testing will NOT cover technical information. You are required to provide that training.

**1. TECHNICAL INFORMATION RELATED TO YOUR AREA OF EXPERTISE** (eg. small scales, large scales, taxis, fueling dispensers). You must provide your employees a copy of **Handbook 44 and 112** and they must study those sections that relate to their area of expertise. (See REFERENCE MATERIAL for ways to obtain Handbook information.)

**2. TYPE EVALUATION PROGRAM.** A RSR must only install commercial devices that meet the requirements of the National Type Evaluation Program (NTEP) or the California TEP program. Type Evaluation Programs establish a uniform set of criteria and test procedures to evaluate commercial devices and assurance that a device meets the design requirements and is capable of meeting performance requirements of Handbook 44.

The only exemption to installing a TEP device is a device that has been grandfathered by the Department. The device was installed prior to 1975 and was continually licensed since installation. In addition, the device must meet Handbook 44 performance requirements after repair.

**3. CERTIFICATES OF CONFORMANCE (C of C #s).** The TEP issues a CERTIFICATE OF CONFORMANCE (C of C) when the device has passed all testing requirements. The Certificate of Conformance indicates the device model, manufacturer, installation requirements and any other specific requirements. The Department requires the TEP Certificate of Conformance Number to be indicated on each reporting form (see Placed in Service Report Form) completed by the RSR.

**C of C NUMBERS CAN BE FOUND THROUGH AN INTERNET LINK (SEE REFERENCE MATERIAL) OR BY CONTACTING THE MANUFACTURER.**

You must require your RSRs to report any non-grandfathered device that does not have a Certificate of Conformance.

**4. ARIZONA STATUTES AND RULES.** The statutes and administrative rules contain specific information relating to the requirements and duties of being a RSR. (See REFERENCE MATERIAL for access to statutes and rules.)

**ARS TITLE 41, CHAPTER 15** State laws for the Arizona Department of Weights and Measures. The governing laws for the Department, the weights and measures programs and registered service programs are included in Title 41.

**AAC TITLE 20, CHAPTER 2** Arizona Administrative Code for the Arizona Department of Weights and Measures. The Arizona Administrative Code (administrative rules) provides a more detailed explanation of state law and includes legal requirements for weights and measures programs including registered service programs.

**5. ENFORCEMENT TAGS.** Tags will contain the violation citation from statute, rule and/or Handbook. This will give your RSRs the needed information to fix the device. (That's why they need to have the required reference materials with them!) The Department issues three types of enforcement tags:

**OUT OF SERVICE TAG** is a **red tag** that signifies that a commercial device does not meet legal requirements and that the owner or operator cannot use the device commercially until repaired. A RSR can place a device back into service and permanently remove the red tag once the device meets Handbook 44 requirements.

**STOP-SALE STOP-USE TAG** is a **blue tag** that signifies that an owner or operator cannot sell or use a commercial device, including a vapor recovery system component, commodity or liquid fuel, because it does not meet legal requirements. A RSR cannot place a device back into service and permanently remove the blue tag until the Department grants specific approval.

**WARNING TAG** is a **yellow tag** that signifies a commercial device does not comply with legal requirements (generally the violation is in error of the consumer) and the device may only be used within the period specified on the tag but not after unless the device is in compliance. A RSR can permanently remove the yellow tag once the device meets Handbook 44 requirements.

**YOU CAN REMOVE AN ENFORCEMENT TAG TO REPAIR THE DEVICE. IF YOU CANNOT REPAIR THE DEVICE, YOU MUST REPLACE THE TAG BEFORE LEAVING THE PREMISES.**

**6. PLACED-IN-SERVICE-REPORT (PISR).** The Department frequently uses the term "PLACED IN SERVICE" which means a RSR has certified that a commercial device is accurate and correct. Per Handbook 44, a piece of equipment is **ACCURATE** when its performance, value, indication, delivery, recorded representations, capacity or actual value, etc., as determined by tests made with suitable standards, conforms to the standard within the applicable tolerances and other performance requirements. A piece of equipment is **CORRECT** when, in addition to being accurate, it meets all applicable specification requirements.

**A PLACED IN SERVICE REPORT (PISR)** is the form required to be used by a RSR after placing a commercial device in service or permanently removing a licensed device from service. Specifically The PISR is to be completed for:

- \* any tagged device placed into service;
- \* any new or used device placed into service;
- \* any new or used parts installed on a device placed into service;
- \* any current licensed devices installed at new locations; or
- \* removal of any licensed commercial device.

**SEE ADDENDUM FOR TIPS ON COMPLETING A PLACED IN SERVICE REPORT.**

## **PISR – YOUR RESPONSIBILITY AS A RSA**

Each RSA will be provided with an original of a PISR, form DWM38. The PISR shall be reproduced for distribution to RSRs, INCLUDING THE REVERSE SIDE INSTRUCTIONS ON THE FINAL COPY. For a fee, the Department can reproduce the forms.

You are responsible for:

- a. requiring your RSRs to use of the Department–approved PISR.
- b. keeping a legible copy of each completed PISR for at least one year.
- c. making completed PISRs available during normal business hours for inspection by the Department.
- d. ensuring all PISRs are completed in triplicate. A copy of the completed report shall be given to the owner or operator of the device.
- e. mailing the original completed PISR to the Department within 7 days after a device is placed-in-service.
- f. ensuring all forms are completed thoroughly and accurately. A RSA shall ensure that the PISR contains the assigned license number of the RSR who completed the report.

**YOU MAY BE ASSESSED A CIVIL PENALTY OR BE SUBJECT TO LICENSE REVOCATION FOR CONTINUED FAILURE TO SUBMIT ACCURATE OR TIMELY PISRs.**

## **REFERENCE MATERIAL**

**HANDBOOKS:** Copies of the Handbooks can be purchased from the US Government Printing Office, Superintendent of Documents, Mail Stop SSOP, Washington DC 20402-9328, you can also visit the internet book store at [bookstore.gpo.gov](http://bookstore.gpo.gov) or call 202-512-1800. **ONLINE ACCESS:** go to [www.weights.az.gov](http://www.weights.az.gov), click on LEGAL, click on the specific Handbook.

**C of C #s:** Go to [www.weights.az.gov](http://www.weights.az.gov), click on RELATED LINKS, click on #4 NIST, click on box at top that says CLICK HERE, click on NTEP C of C data base, click on SEARCH NCWM NTEP C of C.

**ARIZONA STATUTES AND RULES:** Go to [www.weights.az.gov](http://www.weights.az.gov), click on LEGAL, go to statutes and rules, find RSA/RSR header. Then click on any related statute or rule.

**APPLICATION FORMS AND PISRs:** [www.weights.az.gov](http://www.weights.az.gov), click on RSA/RSR.

**FEE CODES:** These are used to define the type of device on the PISR. A current listing is included as an addendum.

## **EQUIPMENT CERTIFICATION**

The Department's Metrology Laboratory must annually certify weights and testing equipment, used in performance of licensed duties. A certificate of approval that specifically identifies the test equipment and that is issued by another state laboratory may be accepted in lieu of submitting equipment if the other state laboratory is certified by the national institute of standards and technology and the report is dated within the previous 12 months. If you are certified in the state of California, the only two NIST-traceable laboratories are LA County and Sacramento.

Equipment must be properly maintained after certification or it is subject to confiscation.

New equipment shall not be used until it is certified. Newly acquired equipment or changes in certified equipment must be reported to the Department within 10 days of the acquisition or change. You are required to make the initial appointment with the Metrology Laboratory to have your standards certified. After your equipment has been certified, the Metrology Lab will contact your agency to schedule your equipment for re-certification during your anniversary month.

## **DEPARTMENT ENFORCEMENT**

The Department will monitor RSR repairs and installations. A RSA will be notified, in writing, when the Department determines that an improper repair or installation was performed by one of their employees.

The Department will also notify an RSA if PISRs have not been completed accurately or completely. If workmanship does not improve or PISR procedures are not followed, the Department may find it necessary to suspend, revoke or not reissue a license to the RSA or RSR and/or assess a civil penalty.

## **CIVIL PENALTIES**

A RSA who violates Title 41, Chapter 2, any rule of the Department or any license requirement is subject to a civil penalty imposed by the director.

The civil penalty shall not exceed five hundred dollars for each infraction nor more than five thousand dollars for any thirty day period. Please note that a civil penalty will be issued to a business with a licensed device if the device is out of tolerance in favor of the retailer.

**SEE ["Contact us"](#) HOME PAGE.**

**REGISTERED SERVICE PROGRAM  
FORMS**

**ARIZONA DEPARTMENT OF WEIGHTS AND MEASURES**  
**REGISTERED SERVICE REPRESENTATIVE APPLICATION CONFIRMATION & COMPETENCY EXAM ANSWER FORM**

**PLEASE VERIFY AND SIGN:**

APPLICANT NAME:

RSA NAME:

DEVICE TYPE (check all that apply):

☐  
☐  
☐

SMALL SCALE

LARGE SCALE

TAXI

☐  
☐  
☐

FUEL DISPENSERS

PROPANE

WATER METER

RSA SIGNATURE:

**IN ORDER TO BE ADMITTED TO THE TEST, YOU MUST BRING:**

1. THIS CONFIRMATION - COMPLETE INFORMATION ABOVE AND HAVE RSA SIGN
2. PICTURE ID
3. HANDBOOK 44 AND 112 (OR APPROPRIATE SECTIONS)

TEST DATE:

10:00AM

**TO BE COMPLETED AT THE TEST:**

TEST VERSION:

PART 1: GENERAL KNOWLEDGE (blacken the answer))

- |    |   |   |   |   |   |      |       |
|----|---|---|---|---|---|------|-------|
| 1  | a | b | c | d | e | TRUE | FALSE |
| 2  | a | b | c | d | e | TRUE | FALSE |
| 3  | a | b | c | d | e | TRUE | FALSE |
| 4  | a | b | c | d | e | TRUE | FALSE |
| 5  | a | b | c | d | e | TRUE | FALSE |
| 6  | a | b | c | d | e | TRUE | FALSE |
| 7  | a | b | c | d | e | TRUE | FALSE |
| 8  | a | b | c | d | e | TRUE | FALSE |
| 9  | a | b | c | d | e | TRUE | FALSE |
| 10 | a | b | c | d | e | TRUE | FALSE |
| 11 | a | b | c | d | e | TRUE | FALSE |
| 12 | a | b | c | d | e | TRUE | FALSE |
| 13 | a | b | c | d | e | TRUE | FALSE |
| 14 | a | b | c | d | e | TRUE | FALSE |
| 15 | a | b | c | d | e | TRUE | FALSE |
| 16 | a | b | c | d | e | TRUE | FALSE |
| 17 | a | b | c | d | e | TRUE | FALSE |
| 18 | a | b | c | d | e | TRUE | FALSE |
| 19 | a | b | c | d | e | TRUE | FALSE |
| 20 | a | b | c | d | e | TRUE | FALSE |

PART 2: TECHNICAL KNOWLEDGE (blacken the answer)

- |    |   |   |   |   |   |      |       |
|----|---|---|---|---|---|------|-------|
| 1  | a | b | c | d | e | TRUE | FALSE |
| 2  | a | b | c | d | e | TRUE | FALSE |
| 3  | a | b | c | d | e | TRUE | FALSE |
| 4  | a | b | c | d | e | TRUE | FALSE |
| 5  | a | b | c | d | e | TRUE | FALSE |
| 6  | a | b | c | d | e | TRUE | FALSE |
| 7  | a | b | c | d | e | TRUE | FALSE |
| 8  | a | b | c | d | e | TRUE | FALSE |
| 9  | a | b | c | d | e | TRUE | FALSE |
| 10 | a | b | c | d | e | TRUE | FALSE |

FUELING DEVICES AND WATER METERS:

- 10    a \_\_\_\_    b \_\_\_\_    c \_\_\_\_

DEPARTMENT USE ONLY:

PART 1:

SCORE:

PART 2:

SCORE:

PART 3: PISR

CORRECT: YES NO

PART 4:

CORRECT: YES NO

FINAL RESULTS:

PASS FAIL

INSTRUCTOR:

PART 4 OBSERVER:

CALL 623-463-9946 FOR QUESTIONS.





ARIZONA DEPARTMENT OF WEIGHTS AND MEASURES  
4425 W Olive Avenue, Suite 134, Glendale AZ 85302-3844  
Phoenix Metro assistance: (623) 463-9946  
Outside Phx Metro: 1-800-277-6675  
www.azdwm.gov

FAX: 602-255-1950

## REGISTERED SERVICE AGENCY (RSA) APPLICATION

LICENSE FEE = \$24

# PLEASE PRINT

BUSINESS NAME:

PHONE:

FAX:

BUSINESS ADDRESS:

CITY:

ZIP:

Physical address (if business address is PO Box):

CONTACT:

List employees who have a CURRENT Registered Service Representative license:


Is your company now, or been previously, licensed as a Registered Service Agency with the State of Arizona or any other state? NO YES If yes, name of state: \_\_\_\_\_

IF COMPANY NAME IS DIFFERENT OR ISSUED IN ANOTHER STATE, ATTACH COPY OF LICENSE

Has your license ever been suspended or revoked? NO YES

Have you been delinquent in paying required Department fees? NO YES

Application Type: SCALES: CAPACITY: \_\_\_\_\_

METERS: TYPE: \_\_\_\_\_

FUEL DISPENSERS: \_\_\_\_\_

VAPOR RECOVERY: \_\_\_\_\_

STANDARDS: List all test standards that will be used by your company as an RSA and your employees as RSRs:

TEST STANDARD	Serial# or ID	TEST STANDARD	Serial# or ID	TEST STANDARD OR A/L TESTING EQUIPMENT	Serial# or ID

I certify that the applicant has the necessary standards and testing equipment to service those devices for which licensure is requested. I also certify that the applicant has full knowledge of and will comply with the appropriate sections of ARS Title 41, Chapter 15 and AAC Title 20, Chapter 2, and appropriate sections of NIST Handbook 44 and 112 and CARB Executive Orders related to this license.

I also certify that any Registered Service Representative that the applicant employs will comply with Department requirements.

OUT OF STATE AGENCIES: If your standards have been certified in a state other than Arizona, please enclose a copy of the Certification Report. (NOTE: You are required to have an annual certification.)

CALIFORNIA Test equipment certification: Standards must be certified by either Los Angeles County Weights and Measures or the Division of Measurement Standards, Sacramento.

APPLICATION QUESTIONS?: Contact Dave Turner at 623-463-9938 or Shawn Marquez at 623-463-9940. CERTIFICATION QUESTIONS?: Contact Kelley Larson 623-463- 9949

SIGNATURE:

DATE:

DEPT USE:

RSA #:

License Issued:



ARIZONA DEPARTMENT OF WEIGHTS AND MEASURES  
4425 W Olive Avenue, Suite 134, Glendale AZ 85302-3844  
Phoenix Metro Assistance: (623) 463-9946

Outside Phoenix Metro : 1-800-277-6675 FAX: 602-255-1950  
www.azdwm.gov

## REGISTERED SERVICE REPRESENTATIVE (RSR) APPLICATION

LICENSE FEE = \$4.80

(DO NOT PAY NOW - you will be billed after applicant passes test)

# PLEASE PRINT

APPLICANT NAME:

EMPLOYED BY:

RSA #:

If you were licensed within the past year as a RSR but worked for another Registered Service Agency, indicate your RSR#:

Previous employer's RSA#:

Has your license ever been suspended or revoked? NO YES

Year:

Reason:

Application Type:

SCALES: CAPACITY: \_\_\_\_\_

METERS-TYPE: \_\_\_\_\_

FUEL DISPENSERS: \_\_\_\_\_

VAPOR RECOVERY: \_\_\_\_\_

Indicate Specific Experience:

Indicate Specific Technical Training and Knowledge of Handbook 44 and 112 or CARB Executive Orders:

I certify that I will comply with applicable sections of ARS, Title 41, Chapter 15 and AAC Title 20, Chapter 2, and NIST Handbook 44 and 112 or CARB Executive Orders related to this license.

APPLICANT:

DATE:

I certify that the applicant meets all legal requirements for an RSR license, has the necessary technical knowledge and has the necessary reference material and certified testing equipment to perform RSR duties.

RSA SIGNATURE:

DATE:

APPLICATION QUESTIONS?: contact Dave Turner 623-463-9938 or Shawn Marquez at 623-463-9940.

DEPT USE:

Test Confirmation Sent:

BMF # can be found on the ADWM license. If it is an unlicensed location, write: New

RSR # is  
on your  
license

**Step 3:**  
**Device Service Code**  
*Note: 0 = device removed*  
*is just as important as any*  
*other device service code*

**Step 4:**  
**Device Manufacturer**  
*Name of the company  
that made the device*

**Step 5:**  
**Device Information**  
*Look for the identification plate. If it is missing report it to the Department*

**Step 6:**  
**Indicator Serial #**  
*For scales only.*  
*Found on the serial*  
*ID plate*

### Step 7: Location Code

**Step 8:**  
NTEP C of C #

**Device Serial # can be found on the ID plate**

**Step 10: Signature**  
A signature and date is ☐ of service is required

**Step 9:**  
Indicate Serial # of  
your Testing  
Equipment *used to  
install or repair devices*

EFFECTIVE APRIL 20, 2001

AZ DEPARTMENT OF WEIGHTS AND MEASURES

FEES, PENALTIES AND CHARGES

CODE	DESCRIPTION	AMOUNT	CODE	DESCRIPTION	AMOUNT
<b>WEIGHING DEVICES - AHS 43-2091A</b>					
001	Fixed metal IR measuring device	\$120.00	001	Fixed metal IR measuring device	\$24.00
002	3000-12000 pound capacity	\$138.00	002	Motor fuel measuring device, uncompensated	\$24.00
003	4000-17200 pound capacity	\$240.00	003	Motor fuel measuring device, temperature compensated	\$48.00
004	5000-20000 pound capacity	\$240.00	004	Motor fuel measuring device, temperature compensated	\$48.00
005	6000-24000 pound capacity	\$176.00	005	3 1/4" and 1" motor, temperature compensated	\$148.00
006	6000-24000 pound capacity and greater	\$176.00	006	3 1/4" and 1" motor, temperature compensated	\$148.00
007	Public Public Weighing Device	varying	007	Motor fuel filling device	\$72.00
*Unloaded scales may be licensed if used more than 30 days/yr.					
<b>WEIGHING DEVICES (OTHERS OTHER THAN PETROLEUM GAS GAUGES) - AHS 43-2092A</b>					
001	12000-12 million per month (gauge)	\$110.00	001	2" and 1 1/2" and 1 1/4" motor, uncompensated	\$72.00
007	Automatic 120-150 gpm	\$360.00	002	2" and 1 1/2" and 1 1/4" motor, temperature compensated	\$148.00
008	Automatic 150-175 gpm	\$360.00	003	3" and 1" motor, temperature compensated	\$166.00
009	Automatic 180-1,000 gpm	\$750.00	004	Motor fuel filling device	\$96.00
010	Automatic 1,000 gpm and over	\$1480.00			
<b>NECKLASS MEASURING DEVICES - AHS 43-2093A</b>					
001	Neckless measuring devices	\$24.00	001	Neckless measuring devices	\$24.00
002	Other linear measuring device	\$24.00	002	Text fitting device	\$148.00
003	Text fitting device	\$148.00			
<b>COLLEGE TYPE MEASURING (MECHANICAL &amp; ELECTRONIC DEVICES) - AHS 43-2094A</b>					
001	College type measuring (mechanical & electronic devices)	\$110.00	001	All uncalibrated and out of service devices	\$110.00
<b>OTHER FEES, PENALTIES AND CHARGES</b>					
001	One meter or binding scale	\$150.00	001	Public Weighing - AHS 43-2092C	\$48.00
002	Three meters or binding scales	\$450.00	001	Registered Service Agency - AHS 43-2090C	\$140.00
003	Four meters or binding scales	\$600.00	002	Registered Service Representative - AHS 43-2090C	\$4.00
004	Five meters or binding scales	\$750.00	003	Metology Certification - AHS 43-2067C	\$4000/yr
005	Six meters or binding scales	\$900.00			(24 hrs)
006	Seven meters or binding scales	\$1050.00			same as above
007	Eight meters or binding scales	\$1200.00	004	Commercial Lincette Scale - AHS 43-2091E	same as above
008	Nine meters or 12000 lbs (fixed) closed pan beam & motor	\$2100.00	005	Device	same as above
009	1000 lbs. Retail scales w/ accumulation, per force or scale	\$125.00	006	Non-Commercial Weighing Tending - AHS 43-2123C	\$500.00
010	Scale maintenance and/or excise seal (excise only)	\$22.50	007	VR Stage II - Authority to Connect - AHS 43-2123C	\$300.00
<b>STAGE II UNDOCK RECOVERY ONLY</b>					
001	One meter or binding scale	\$90.00	008	VR Stage II - Hazardous Fuel - AHS 43-2093B	\$300.00
002	Two meters or binding scales	\$180.00	009	Public Scale Based Reuse - AZ 33-0101	\$900/yr
003	Three meters or binding scales	\$270.00		Commercial Repairs	
004	Four meters or binding scales	\$360.00		From Commercial Repairs	1.500/gal
005	Five meters or binding scales	\$450.00		Certified	\$1.000/gal
006	Six meters or binding scales	\$540.00		Computer Repair	\$1.000/gal
007	Seven meters or binding scales	\$630.00	001	Child Penalty - AHS 43-2151A	\$1.000/gal
008	Eight meters or binding scales	\$720.00	002	Credits	
009	Nine meters or binding scales	\$810.00	003	LATE PAYMENT PENALTY - AHS 43-2085P	\$500.000/gal
010	Ten meters or binding scales	\$900.00		Fines and Penalties	\$200.00

**LATE PAYMENT PENALTY:** For each month after the fee is due, an additional penalty will be imposed in accordance with 30% of all charges not paid within 30 months after the fee is due. This fee shall automatically be assessed and the rate is subject to change without notice.

**Weighting Scales:** If the device is standard or portable weighing device, a R&R fee shall be charged.

FORM 400-1 (Rev. 4-27-01)



**www.azdwm.gov**

**DEVICE LICENSE APPLICATION  
PLACED IN SERVICE REPORT**

**SERVICE DATE:**

(if issued)

**ZIP:**

**E-MAIL:**

**ZIP:**

RSR#:

<b>SERVICE CODES:</b> R: Repair                      N: New Location with New Devices A: Add Device(s)              O: Device(s) Removed		<b>LOCATION CODES (Scales Only):</b> R: Register No.                      M: Meat Dept. D: Deli                                  P: Produce B: Bakery                              O: Other _____		<b>RSA EQUIPMENT SERIAL #'s</b>  <b>(Used for Test)</b>
--	--	--	--	---

**BUSINESS:** I will abide by all Arizona legal requirements related to commercial device licensing and use and am subject to a civil penalty if a violation occurs (ARS 41-2115).

**Signature**

**Print Name**

Date \_\_\_\_\_

**RSR: I have complied with all Arizona legal requirements relating to the Department's RSA program and am subject to a civil penalty if a violation occurs (ARS 41-2115).**

**Signature**

**Print Name**

Date \_\_\_\_\_

**INSTRUCTIONS FOR COMPLETING THE DEVICE LICENSE APPLICATION & PLACED IN SERVICE REPORT:**

1. Complete the business name and location information. Please indicate the BMF # if one has been previously issued.
2. Complete the business billing information. If the information is the same as the billing information, you can indicate "same as above."
3. If a Registered Service Agency (RSA) is used, indicate the Agency name and the technician's RSR license number, who is installing or repairing the device.
4. Use a separate line to indicate pertinent information for each device. (Indicators should be shown as separate device, since they have a unique serial number.) FEE CODE, SERVICE CODE AND SERIAL NUMBER MUST BE COMPLETED FOR EACH DEVICE. NTEP NUMBERS ARE REQUIRED FOR ALL DEVICES INSTALLED AFTER 1-1-75. A TAG NUMBER IS REQUIRED FOR ALL TAGGED DEVICES BEING REPAIRED.
5. The RSR must indicate the equipment serial numbers of equipment used to install or repair the device. This equipment must have a current certification.
6. Both RSR and Business representative must sign the form. The Business must also date the form.
7. Additional forms can be used when there are more than 10 devices. Indicate the number of total pages, where indicated at the lower right of the form.
8. Completed forms must be sent to the Department within 7 days of the service date.
9. When an RSR is replacing a device, the serial number of the obsolete device must be noted. Use service code "O" for devices that have been replaced.
10. USE CORRECT SERVICE CODES, such as service code "A" for devices that have been added.
11. **FEE CODE SCHEDULES CAN BE OBTAINED FROM THE DEPARTMENT - CALL SARA AT 623-463-9946.**

**VIOLATIONS AND ENFORCEMENT ACTION:**

**The device owner/operator is responsible for the accuracy of the device. A civil penalty may be issued to the licensee if the device is inaccurate. A civil penalty may be issued to the RSR if this form is completed by you and is incorrect, incomplete or not submitted timely to the Department.**

Pursuant to A.R.S. §41-1079, the following information is provided to the applicant for a commercial device license:

**APPLICATION PROCESS:**

A license is required for any commercial weighing device. The license must be obtained within 30 days following the first day of commercial use for original installations (of each device). On transfer of a license, new licensees shall notify the Department of the licensee's name and address and the location of the device(s). NTEP-approved devices shall be the only devices allowed for commercial use. The Department or any Registered Service Agency has a listing of NTEP-approved devices.

The Device License Application & Placed in Service Report must be completed and signed by the business and submitted to the Department within 7 days of the service date. A Registered Service Agent or Department Inspector can complete the license application detail for the business. However, the business must sign the application acknowledging the information and certifying to abide by pertinent laws and administrative rules.

The Department will review the application and process it according to licensing time frame rules. The licensee will be billed for the device(s) and must remit the amount in full prior to the license being issued.

**LICENSING TIMEFRAMES (Reflects maximum time allowed by AAC R20-2-108):**

Administrative Review Timeframe: 10 days

Time to Respond to Deficiency Notice: 20 days

Substantive Review Time Frame: 30 days

Time to Respond to Request for Additional Information (Business): 20 days

Overall Time Frame: 40 days

**AGENCY CONTACT PERSON FOR LICENSING ASSISTANCE:**

**TECHNICAL DEVICE QUESTIONS:** SMALL SCALES: Dave Turner 623-463-9938 GAS DISPENSERS, VAPOR RECOVERY, LARGE SCALES: Jerry Jimenez 623-463-9941

**LICENSING QUESTIONS:** Sara Kumaraswamy 623-463-9946

**AZ DEPARTMENT OF WEIGHTS AND MEASURES**
**FEES, PENALTIES AND CHARGES**
**EFFECTIVE JANUARY 1, 2006**

CODE	DESCRIPTION	AMOUNT
<b>WEIGHING DEVICES - ARS 41-2092A</b>		
001	0-500 pound capacity	\$12.00
002	501-2,000 pound capacity	\$18.00
003	2,001-7,500 pound capacity	\$36.00
104	7,501-20,000 pound capacity	\$80.00
004	20,001-60,000 pound capacity	\$120.00
005	60,001 pound capacity and greater	\$180.00
039	Portable Batch Plants	varying
Livestock scales must be licensed if used more than 30 days/yr.		

<b>LIQUID METERING DEVICES (METERS) OTHER THAN LIQUIFIED PETROLEUM GAS (LPG) - ARS 41-2092A</b>		
006	Maximum 12 gallons per minute (gpm)	\$12.00
007	Maximum 13-150 gpm	\$36.00
008	Maximum 151-500 gpm	\$90.00
009	Maximum 501-1,000 gpm	\$138.00
010	Maximum 1,001 gpm and over	\$168.00

<b>MOTOR FUEL DISPENSERS OTHER THAN FOR LPG ARS 41-2092A</b>		
011	One meter or blending valve	\$15.00
012	Two meters or blending valves	\$30.00
013	Three meters or blending valves	\$45.00
014	Four meters or blending valves	\$60.00
015	Five meters or blending valves	\$75.00
016	Six meters or blending valves	\$90.00
017	Seven meters or blending valves	\$105.00
018	Eight meters or blending valves	\$120.00
019	High volume (over 19 gpm) diesel per hose & nozzle	\$15.00
020	Key lock, limited access w/ accumulators, per hose & nozzle	\$22.50
022	Remote indicator and/or control unit (accessory only)	\$22.50
<b>STAGE II VAPOR RECOVERY ONLY</b>		
211	One meter or blending valve	\$30.00
212	Two meters or blending valves	\$60.00
213	Three meters or blending valves	\$90.00
214	Four meters or blending valves	\$120.00
215	Five meters or blending valves	\$150.00
216	Six meters or blending valves	\$180.00
217	Seven meters or blending valves	\$210.00
218	Eight meters or blending valves	\$240.00

CODE	DESCRIPTION	AMOUNT
<b>LIQUID MEASURING DEVICES LPG (METERS) - ARS 41-2092A</b>		
027	Small bottle fill measuring devices	\$24.00
028	Motor fuel measuring devices, uncompensated	\$24.00
029	Motor fuel measuring devices, temperature compensating	\$48.00
030	Motor fuel measuring devices, keylocks	\$48.00
031	3/4" and 1" meters, uncompensated	\$48.00
032	1 1/4", 1 1/2" and 1 3/4" meters, uncompensated	\$72.00
033	2" meters and larger, uncompensated	\$72.00
034	1 1/4", 1 1/2" and 1 3/4" meters, temp compensating	\$90.00
035	2" meters and larger, temperature compensating	\$96.00
036	3/4" and 1" meters, temperature compensating	\$54.00
040	Natural gas filling devices	\$48.00

<b>MISCELLANEOUS DEVICES - ARS 41-2092A</b>		
037	Taxi linear measuring devices	\$24.00
137	Taxi zone	\$0.00
301	Other linear measuring devices	\$12.00
302	Other time measuring mechanical, electrical & electronic devices	\$12.00
300	All mechanical and electronic counting devices	\$12.00

<b>OTHER FEES, PENALTIES AND CHARGES</b>		
050	Public Weighmaster - ARS 41-2092C	\$48.00
048	Deputy Weighmaster - ARS 41-2092C	\$0.00
049	Limited Weighmaster - ARS 41-29092C	\$0.00
051	Registered Service Agency - ARS 41-2092C	\$24.00
052	Registered Service Representative - ARS 41-2092C	\$4.80
053	Metrology Certification - ARS 41-2067H	\$40/HOUR (\$24 MIN.)
054	Commercial Livestock Scales - ARS 41-2091E	same as device
See Device Code	NonCommercial Device Testing - ARS 41-2091E	same as device fee
058	VR Stage II - Authority to Construct - ARS 41-2132G	\$500.00
060	Public Record Request ARS 39-121.01D1	varying
	Commercial and Non-Commercial Requests	
	Copies	\$.20/page
	Computer Reports	\$.02/kb
	Diskettes/CDs	\$1.00/disk
	Commercial Requests (includes Non-Comercial Fees)	\$.15/record
	Over 30 minutes staff time	\$25/hour
061	Civil Penalty - ARS 41-2115A	varying
062	Credits	varying
063	<b>LATE PAYMENT PENALTY - ARS 41-2092F</b>	<b>SEE BELOW</b>
099	Forms and Manuals	varying

**LATE PAYMENT PENALTY: For each month after the fee is due, an additional penalty will be imposed in increments of 20%. If all charges are not paid within 3 months after the fee is due, the license shall automatically be cancelled and you can no longer legally use the device or standard or perform weighmaster, RSA or RSR licensee duties.**